

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>  
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002132	05/22/2008	Winona Marshall	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	05/22/2008 03:11 PM	07/15/2008 02:00 PM	

**Ship To:** See Detail Below

**Bill To:** DOA-ADMINISTRATION DIVISION 1511  
200 E Wells St Rm 606  
Milwaukee WI 53202-3560  
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC FOR A DISPARITY STUDY OF THE CITY OF MILWAUKEE AND MMSD			1.0000	VEN	

**Freight Terms:** DEST **Ship Via:** NOT APPL

REQUEST FOR PROPOSAL (HEREINAFTER RFP) FOR A VENDOR SERVICE CONTRACT TO CONDUCT A DISPARITY STUDY WITH RESPECT TO BUSINESSES WHICH CONTRACT WITH THE CITY OF MILWAUKEE AND THE MILWAUKEE METROPOLITAN SEWERAGE DISTRICT (HEREINAFTER MMSD) TO BE IN ACCORDANCE WITH THE ATTACHED SCOPE OF SERVICES.

PLEASE NOTE: THE DEADLINE FOR SUBMITTING QUESTIONS IS 4:45 PM-CST ON JUNE 13, 2008. ALL QUESTIONS MUST BE SUBMITTED IN WRITING TO WINONA MARSHALL AT [winona.marshall@milwaukee.gov](mailto:winona.marshall@milwaukee.gov) OR FAX TO: 414-286-5976. ANY QUESTIONS RECEIVED AFTER THIS DATE AND TIME MAY NOT BE CONSIDERED.

ALL QUESTIONS AND ANSWERS WILL BE POSTED IN THE FORM OF AN ADDENDUM TO THIS RFP BY JUNE 26, 2008.

EACH PROPOSER SHALL SUBMIT ONE ORIGINAL, CLEARLY MARKED AS SUCH, AND TEN (10) COPIES OF THE COMPLETE PROPOSAL, SECURELY SEALED, AND ADDRESSED USING THE LABEL PROVIDED WITH THE RFP PACKAGE, TO THE ISSUING OFFICE NOT LATER THAN THE DATE AND TIME PREVIOUSLY SPECIFIED. THE COST OF PREPARING PROPOSALS IS THE RESPONSIBILITY OF PROPOSERS.

ONE ORIGINAL AND TEN COPIES OF THE COST OF PROPOSAL SHOULD BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE. PROPOSERS MUST USE THE COST PROPOSAL FORMS PROVIDED AND SUBMIT A DETAILED BUDGET BREAKDOWN WITH THE COST PROPOSAL FORM SHOWING THE HOURS AND DOLLARS ALLOCATED TO THE SPECIFIC TASKS HEREIN.

AWARD WILL BE MADE TO THE HIGHEST RANKED PROPOSER BASED ON THE FOLLOWING EVALUATION CRITERIA:

EXPERIENCE/CAPACITY OF FIRM AND ASSIGNED PERSONNEL - 20 POINTS

APPROACH AND METHODOLOGY OF CONDUCTING STUDY INCLUDING THE ABILITY TO BE FAIR AND IMPARTIAL - 20 POINTS

EBE PARTICIPATION - 10 POINTS

THIS RFP DOES NOT HAVE A MANDATORY EBE PARTICIPATION PERCENTAGE ASSIGNED. HOWEVER, PROPOSERS MAY RECEIVE UP TO 5 POINTS FOR THE INCLUSION OF A CITY CERTIFIED EBE FIRM IN THEIR CONTRACT. PROPOSAL MUST SPECIFY HOW THE EBE FIRM WILL PROVIDE A MEANINGFUL FUNCTION WITHIN THE CONTRACT.

FAMILIARITY WITH PUBLIC AND PRIVATE PROCUREMENT AND CONTRACTING ISSUES - 15 POINTS

PROPOSED TIMELINESS OF PROJECT COMPLETION - 5 POINTS

OTHER TEAMING ARRANGEMENTS - 5 POINTS

PROPOSERS COST - 25 POINTS

THE CITY RESERVES THE RIGHT TO DETERMINE THE SUITABILITY OF PROPOSALS BASED ON ALL OF THESE CRITERIA. THE CITY WILL SELECT THE RESPONDENT WHOSE PROPOSAL BEST MEETS THE CITY NEEDS AS DEFINED IN THIS RFP. CONTRACTUAL COMMITMENTS ARE CONTINGENT UPON THE AVAILABILITY OF FUNDS AS EVIDENCE BY THE ISSUANCE OF A CONTRACT AND OR PURCHASE ORDER. ALL CONTRACTS ARE SUBJECT TO THE APPROVAL OF THE CITY'S LEGAL COUNSEL AND THE PURCHASING DIRECTOR PRIOR TO EXECUTION.

THE "INVITATION TO BID DOCUMENT" WITH A SIGNATURE AND ALL ATTACHMENTS, ADDITIONAL PAGES, ADDENDA OR EXPLANATIONS SUPPLIED BY THE VENDOR WITH THE PROPOSAL WILL BE CONSIDERED AS PART OF THE PROPOSAL RESPONSE. IF AN ORAL INTERVIEW/PRESENTATION IS REQUIRED OF SELECTED FINALISTS, IT SHALL BE AT THE RESPONDENT'S EXPENSE. HOWEVER, AN AWARD MAY BE MADE WITHOUT DISCUSSION WITH THE RESPONDENTS. THEREFORE, ALL PROPOSALS SHOULD BE SUBMITTED INITIALLY ON THE MOST FAVORABLE TERMS, FROM BOTH TECHNICAL AND COST STANDPOINT. ELABORATE INCLUSIONS (ARTWORK BROCHURES, CD ROMS, ETC.) UNLESS REQUESTED ARE STRONGLY DISCOURAGED.

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)  
[doa/sp/sp.shtml](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)  
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002132	05/22/2008	Winona Marshall	2
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	05/22/2008 03:11 PM	07/15/2008 02:00 PM	

**Ship To:** See Detail Below

**Bill To:** DOA-ADMINISTRATION DIVISION 1511  
200 E Wells St Rm 606  
Milwaukee WI 53202-3560  
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
------	------	-------------	--------	-------------	----------	-----	-----------

PROPOSER'S CONTACT PERSON: \_\_\_\_\_

PROPOSER'S CONTACT PERSON TELEPHONE NUMBER: \_\_\_\_\_

PROPOSER'S CONTACT PERSON FAX NUMBER: \_\_\_\_\_

PROPOSER'S CONTACT PERSON E-MAIL ADDRESS: \_\_\_\_\_

### \*\*\*SERVICE CONTRACT TERMS AND CONDITIONS\*\*\*

POTENTIAL PROPOSERS SHOULD NOTE THAT THE CITY'S TERMS AND CONDITIONS FOR SERVICE CONTRACTS DOCUMENT DATED 1/16/08 APPLIES TO THIS PROCUREMENT AND THIS DOCUMENT IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARD FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT <http://WWW.CITY.MILWAUKEE.GOV>, CLICK THE DEPARTMENTS LINK, SCROLL DOWN AND CLICK THE PROCUREMENT SERVICES (PURCHASING LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY), CLICK THE FORMS LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501. EXCEPTIONS TAKEN TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED A COUNTEROFFER AND MAY RESULT IN BID REJECTION.

### \*\*\*INSURANCE REQUIREMENTS\*\*\*

THE SUCCESSFUL PROPOSER MUST FURNISH EVIDENCE OF INSURANCE COVERAGE IN ACCORDANCE WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS. THE INSURANCE CERTIFICATE MUST BE ACCOMPANIED BY AN "AFFIDAVIT OF NO INTEREST". THE ORIGINAL INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE APPROVED BY THE PROCUREMENT SERVICES SECTION PRIOR TO THE COMMENCEMENT OF ANY WORK.

THE CITY, AT ITS SOLE DISCRETION, MAY REJECT ANY EXCEPTIONS OR CHANGES IN THE SCOPE OF SERVICES WITHIN THE PROPOSAL. PROPOSERS MUST ALSO INCLUDE ANY EXCEPTIONS TO THE CITY'S STANDARD TERMS AND CONDITIONS FOR RFPS AND THE TERMS AND CONDITIONS FOR SERVICE CONTRACTS DOCUMENT DATED 9-2-2004 IN THIS SECTION.

### \*\*\*TERMS AND CONDITIONS\*\*\*

BY SIGNING THIS RFP, THE PROPOSER HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS OF THE FOLLOWING DOCUMENTS WHICH ARE LOCATED AT THE CITY OF MILWAUKEE WEBSITE:

1. CITY OF MILWAUKEE STANDARD TERMS AND CONDITIONS FOR RFP'S FOUND AT:

<http://www.city.milwaukee.gov/RFPStandardTermsandC1078.htm>

2. CITY OF MILWAUKEE TERMS AND CONDITIONS FOR SERVICE CONTRACTS DATED 1/15/08 FOUND AT:

[http://www.city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/forms/service\\_cont\\_tcs\\_Rev1\\_16\\_2008.doc](http://www.city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/forms/service_cont_tcs_Rev1_16_2008.doc)

3. CITY OF MILWAUKEE STANDARD INSURANCE REQUIREMENTS FOUND AT:

<http://www.city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/Intranet/forms/INSURANCErev.09.30.04.doc>

4. CITY OF MILWAUKEE LIVING WAGE ORDINANCE. THIS REQUIRES THAT ALL INDIVIDUALS WHO WORK ON THIS CONTRACT BE PAID A MINIMUM OF \$8.46 PER HOUR. PROPOSERS MUST COMPLETE AND SUBMIT WITH THEIR BID (PROPOSAL) THE "AFFIDAVIT OF COMPLIANCE-LIVING WAGE PROVISION" FORM. PLEASE NOTE THAT THIS INFORMATION IS MATERIAL TO THE RFP. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL MAY RESULT IN YOUR BID PROPOSAL BEING REJECTED. THIS FORM CAN BE FOUND AT:

[http://www.city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/forms/LIVING\\_WAGE\\_FORMS\\_Rev3\\_1\\_08.doc](http://www.city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/forms/LIVING_WAGE_FORMS_Rev3_1_08.doc)

5. DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION FORM.

### \*\*\*SLAVERY DISCLOSURE AFFIDAVIT\*\*\*

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>  
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002132	05/22/2008	Winona Marshall	3
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	05/22/2008 03:11 PM	07/15/2008 02:00 PM	

**Ship To:** See Detail Below

**Bill To:** DOA-ADMINISTRATION DIVISION 1511  
200 E Wells St Rm 606  
Milwaukee WI 53202-3560  
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.							

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

### \*\*\*PAYMENT TERMS\*\*\*

The City strives to make timely payment on all invoices. Payment to the vendor will be deemed timely if the payment is mailed, delivered, or transferred within 60 calendar days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later. If the City does not make payment by the 60th calendar day, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the City disputes the amount of the invoice). Reference Common Council File No. 900859 adopted October 16, 1990, Provisions of State Statute 66.285 and 66.286.

If this Request for Proposal has subcontractor requirements, the prime contractor must pay the subcontractor(s) within ten (10) working days of the contractor's receipt of payment from the City of Milwaukee, or ten days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 11th calendar day.

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

\_\_\_\_\_ % \_\_\_\_\_ days

### \*\*\*REQUEST FOR PROPOSAL SUBMITTAL\*\*\*

Sealed Proposals, the original and the specified required number of copies, for furnishing services, work, material, labor, or material and labor combined as specified above will be received in the Office of the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202 no later than 2:00 p.m. of the closing date specified in the upper right-hand corner of page one of this RFP. Your envelope must be plainly marked in the lower left-hand corner of the envelope as follows:

RFP #: 2132

RFP DESCRIPTION: VSC FOR A DISPARITY STUDY WITH RESPECT TO BUSINESSES WHICH CONTRACT WITH THE CITY OF MILWAUKEE AND THE MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

CLOSING DATE AND TIME: JULY 15, 2008 AT 2:00 PM-CST

Any proposal received in an envelope not properly and clearly marked as specified above will result in the proposal being rejected. 1 original and 10 copies of your proposal must be submitted. Your proposal must be signed (manually) to be considered. Proposals received after the date and time specified above will be rejected and returned.

NOTE: All proposals, the original and required number of copies specified above, must be time stamped in Room 601, City Hall, by 2:00 p.m. on the closing date. Proposal opening will be in Room 301C of City Hall at 2:30 p.m. The names of firms submitting proposals will be publicly read and will be the only information available at that time.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>  
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002132	05/22/2008	Winona Marshall	4
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	05/22/2008 03:11 PM	07/15/2008 02:00 PM	

**Ship To:** See Detail Below

**Bill To:** DOA-ADMINISTRATION DIVISION 1511  
200 E Wells St Rm 606  
Milwaukee WI 53202-3560  
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
EXECUTED.							

### IMPORTANT!

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Standard Terms and Conditions, and the City of Milwaukee Contract.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

PERFORMANCE BOND REQUIRED: \$0

### ATTACHMENTS:

- 1) SCOPE OF SERVICES
- 2) COST OF PROPOSAL WORKSHEET
- 3) LIVING WAGE AFFIDAVIT (MUST BE COMPLETED AND RETURN WITH YOUR PROPOSAL)
- 4) EBE FORMS "A" AND "B" MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL IF UTILIZING AN EBE SUBCONTRACTOR.
- 5) DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION FORM.

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the CITY contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

**PERFORMANCE OR DELIVERY:** Time is of the essence for all terms of the Contract. Performance or Delivery is as specified within the RFP.

**GUARANTEED PERFORMANCE OR DELIVERY:** Failure of the Contractor to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

In signing and submitting this proposal, the Proposer assures the City of Milwaukee that the Request for Proposal, the Proposal, the Standard Terms and Conditions, and the City Contract have been read and understood, and that the furnishing of the subject service work, material, labor, or material and labor combined, is under Proposer control subject to the terms and conditions outlined in the above documents. If the Proposer's performance is contingent upon the acts of another party, the responder assures that they have the necessary commitments to complete the contract which may be awarded to them.

CONTRACTOR agrees that they will comply with all applicable requirements of the AMERICANS with DISABILITY ACT of 1990, 42 U.S.C. 12101, et seq.

**IMPORTANT! THIS FORM MUST BE SIGNED, IN ADDITION TO THE RFP RESPONSE.**  
**MANUAL SIGNATURES ONLY, NO FACSIMILIES.**

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**

CITY OF MILWAUKEE  
Department of Administration  
Business Operations Division  
Procurement Services Section

**BINDING SIGNATURES FOR BID AND CONTRACT**

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

**CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)**

Bidder's Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

Federal ID # \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

**This section must be fully completed and witnessed in order to process your bid.**

**FOR OFFICIAL CITY USE ONLY**

CITY OF MILWAUKEE, a municipal corporation

BY \_\_\_\_\_  
City of Milwaukee Purchasing Director

DATE \_\_\_\_\_

Countersigned:

BY \_\_\_\_\_  
City Comptroller

DATE \_\_\_\_\_